

Office Assistant 1 (Stores/Mail)

Announcement Posted:

07/07/23

Responses must be hand delivered or postmarked by:

07/17/23

Salary:

\$34,152 to \$42,251

Location:**Division of Disability Determinations**

Binghamton Processing Center
2001 Perimeter Road East
Endicott, NY 13760

Buffalo Processing Center
295 Main Street
Buffalo, NY 14203

Grade:

6

of Positions:

3

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Endicott or Buffalo.

Provisional qualifications: There are no minimum education or experience requirements.

Duties of Position:

The duties of these positions include, but will not be limited to, the following:

- Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or goods, materials, or stores.
- Perform various clerical or office assistance tasks such as answering and directing phone calls, scanning documents, and verifying accuracy of data from scanned documents.
- Process outgoing mail by inserting letters into envelopes, sealing envelopes, and applying correct postage.

- Assist in gathering or compiling data for reports, graphs, charts, tables, or other products.
- May also prepare routine reports or assist others in the preparation of reports, following established guidelines.

Conditions of Employment:

Full-time permanent or contingent permanent or provisional appointments will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

If a provisional appointment is made, the appointee will be required to take the next holding of the Office Assistant 1 (Stores/Mail) examination and be immediately reachable for appointment from the eligible list in order to maintain continued employment in this position.

Please be advised that all hires or transfers to OTDA's Division of Disability Determinations must submit to mandatory fingerprinting and an associated FBI background investigation by the Social Security Administration under Homeland Security Presidential Directive-12. Not all prior arrests and/or convictions will prohibit appointment. Information is considered on a case-by-case basis.

Remarks:

- **Candidates should reference posting 23-150 when submitting your application.**
- **If submitting electronically, please reference posting 23-150 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**